

**DEPARTMENT OF TRANSPORTATION
PROFESSIONAL SERVICES MANAGEMENT UNIT
REQUEST FOR LETTERS OF INTEREST**

THE NORTH CAROLINA DEPARTMENT OF TRANSPORTATION DESIRES TO ENGAGE QUALIFIED PRIVATE CONSULTING FIRMS FOR TECHNICAL SERVICES IN PROJECT LEVEL TRAFFIC FORECASTING SERVICES STATEWIDE.

The State desires to engage firms that can develop Project Level Traffic Forecasts which may require use of one of more of the following tools: Regional Travel Demand Models, Metropolitan Planning Organization (MPO) Travel Demand Models, and hand allocation methods. The work will vary based on the project and may involve tasks such as (but not necessarily limited to):

- **Traffic data collection** in accordance with the NCDOT Traffic Survey standards (daily counts, turning movements, truck classification information, and other data as necessary to provide all information needed for the completed forecast). A prequalified sub-consultant may be used for this task, however the Consultant remains responsible for verification of quality of data collected.
- **Data collection** as needed to perform the project level forecast, including but not limited to: past forecasts for the project; forecast information for other projects in the area; existing facility conditions; field site visit; consultation with TPB coordinators and local staff with respect to current and anticipated land use.
- **Analysis of traffic data** including but not limited to conversion of data to AADT estimates; estimating daily turning moves; calculation of truck percentages; directional distribution factors; and peak hour factors for mainline and Y-line facilities.
- **Development of project level traffic forecasts for projects**. Development of traffic forecasts will require using development of historic travel trends; development of future traffic projections; use of existing travel demand models (where available) as applied to project level traffic forecasting; and engineering judgment. Development of models to assist in forecasting may also be required.
- **Development and/or Use of Transportation Travel Demand Models** as needed to be used as a tool in the development of project level traffic forecasts.
- **Documentation** of the traffic forecasts using standard templates, including details such as methodology used, travel demand models runs, local experts contacts, etc.
- **Technical assistance** with the implementation of best practices within project level traffic forecasting for the Transportation Planning Branch.

The primary and/or subconsultant firm(s) shall be Pre-qualified to perform services for the Transportation Planning Branch. The work code required is: 00251 – Project Level Traffic Forecasting.

The work will be performed for various areas throughout the State and will be identified on an as needed basis. Work may also include Branch wide initiatives geared towards the identification and implementation of best practices. The duration of the contract will be two years.

The firm must be capable of providing the full range of traffic forecasting services for each specific category for which they are offering services. The Letter of Interest must indicate the forecasting services for which the Consultant wishes to be considered using the categories as listed below (see A, B, and C below).

Categories

- A. **Regional Forecasts** – defined as those requiring the use of a Regional Travel Demand Model (specify as many of the following areas for which the Consultant wants to be considered: Metrolina, Triad and /or Triangle). The Consultant must be able to use; modify; perform sensitivity analysis; and interpret the results of the models for the area(s) selected.
- B. **Other Modeled Forecasts** – defined as Forecasts requiring the use of a Transportation Travel Demand Model(s) other than the Regional models noted above. The Consultant must be able to use; modify; perform sensitivity analysis; and interpret the results of the models for the area(s) selected.
- C. **Other Forecasts** – defined as forecasts not utilizing Transportation Travel Demand Models. Typically this would include hand allocation methods, and / or use of spreadsheets.

The method of payment for these projects will be a combination of negotiated lump sum and approved reimbursable direct costs for each assignment within the contract.

Any firm wishing to be considered must be properly registered with the Office of the Secretary of State and with the North Carolina Board of Examiners for Engineers and Surveyors. Any firm proposing to use corporate subsidiaries or subcontractors must include a statement that these companies are properly registered with the North Carolina Board of Examiners for Engineers and Surveyors and/or the NC Board for Licensing of Geologists. The Engineers performing the work and in responsible charge of the work must be registered Professional Engineers in the State of North Carolina and must have a good ethical and professional standing. It will be the responsibility of the selected private firm to verify the registration of any corporate subsidiary or subcontractor prior to submitting a Letter of Interest. The firm must have the financial ability to undertake the work and assume the liability. The selected firm(s) will be required to furnish proof of Professional Liability insurance coverage in the minimum amount of \$1,000,000. The firm(s) must have an adequate accounting system to identify costs chargeable to the project.

SMALL PROFESSIONAL SERVICE FIRM (SPSF) PARTICIPATION

The Department encourages the use of Small Professional Services Firms (SPSF). Small businesses determined to be eligible for participation in the SPSF program are those meeting size standards defined by Small Business Administration (SBA) regulations, 13 CFR Part 121 in Sector 54 under the North American Industrial Classification System (NAICS). The SPSF program is a race, ethnicity, and gender neutral program designed to increase the availability of contracting opportunities for small businesses on federal, state or locally funded contracts. SPSF participation is not contingent upon the funding source.

The Firm, at the time the Letter of Interest is submitted, shall submit a listing of all known SPSF firms that will participate in the performance of the identified work. The participation shall be submitted on the Department's Subconsultant Form RS-2. RS-2 forms may be accessed on the website at <https://apps.dot.state.nc.us/quickfind/forms/Default.aspx>.

The SPSF must be qualified with the Department to perform the work for which they are listed.

Real-time information about firms doing business with the Department and firms that are SPSF certified through the Contractual Services Unit is available in the Directory of Transportation Firms. The Directory can be accessed by the link on the Department's homepage or by entering <https://apps.dot.state.nc.us/vendor/directory/> in the address bar of your web browser.

The listing of an individual firm in the Department's directory shall not be construed as an endorsement of the firm.

PREQUALIFICATION

The Department maintains a file on each qualified firm that has expressed an interest in providing professional services. Included in this file are a company brochure and Form PREQUAL-1 listing personnel and their qualifications for performing desired work, company's present activities and financial qualifications. At the time this initial information is submitted, a sample of recent work is needed for evaluation.

If your firm has submitted or updated this data since July 1, 2011, please advise when the new data packet(s) were sent to the Department in the Cover/Introductory Letter with your letter of interest. Having this data on file with the Department eliminates the need to resubmit this data with each letter of interest.

If your firm has not submitted or updated this data since July 1, 2011, please submit the new data to the Department prior to submittal of your letter of interest. An application may be accessed at <https://apps03.dot.state.nc.us/vendor/prequal>. Having this data on file with the Department eliminates the need to resubmit this data with each letter of interest.

Even though specific DBE/MBE/WBE goals are not required for this project, the Department of Transportation is committed to providing opportunity for small and disadvantaged businesses to perform on its contracts through established Department goals. The Firm, subconsultant and subfirm shall not discriminate on the basis of race, religion, color, national origin, age, disability or sex in the performance of this contract.

EVALUATION

The evaluation of firms submitting letters of interest for this work will be based on the following considerations and their respective weights:

1. **40%** --- The firm's experience and staff to perform the type of work required, including any designated sub-consultants, based on the following:
 - Adequate staff to perform assigned project tasks / outstanding workload
 - Firm's related experience / examples (NCDOT or other)
 - Adherence to schedule on previous contracts
2. **35%** --- Knowledge of, and experience with, NCDOT Traffic Forecasting procedures and Practices;
 - Firm's related experience / examples (NCDOT)
 - Final product quality on previous work
3. **25%** --- The evaluation of the performance on any previous contracts with the North Carolina Department of Transportation;

FORMAT FOR SUBMISSION OF A
PROFESSIONAL SERVICES MANAGEMENT UNIT
LETTER OF INTEREST

All letters of interest are limited to fifteen (15) pages (RS-2 forms are not included in the page count) inclusive of the cover sheet, and shall be typed on 8 1/2" x 11" sheets, single spaced, one sided. **ONLY ELECTRONIC LETTERS OF INTEREST WILL BE ACCEPTED.** Letters of interest containing more than fifteen (15) pages will not be considered.

Letters of Interest should be submitted in .pdf format using software such as Adobe, CutePDF PDF Writer, Docudesk deskPDF, etc.

One copy of the Letter of Interest should be sent through NCDOT's FTS system **as a .pdf file:** psmu-411@ncdot.gov . The FTS system will send you an electronic receipt when your LOI is downloaded to PSMU's server. **Paper copies are not required.** The subject line should contain the Firm's Name, and "LOI for Traffic Forecasting LSC".

If an interested firm does not have an FTS account they should send a request through e-mail to psmu-411@ncdot.gov . A response will be sent via the FTS system that will provide a login username, password, and login procedures.

Section I - Cover/Introductory Letter

The introductory letter should be addressed to Mr. Scott D. Blevins, P.E., Manager of the Professional Services Management Unit. Said letter is limited to two (2) pages and should contain the following elements of information:

- Expression of firm's interest in the project;
- Listing for which Categories (and Regions if appropriate) the Consultant is seeking to offer services;
- Statement of whether firm is on register or submitting information with letter of interest;
- Date of most recent private engineering firm questionnaire;
- Statement regarding firms possible conflict of interest for this project; and
- Summation of information contained in the letter of interest **including an email address and telephone number for the firm's contact person.**

Section II - Evaluation Factors

This section should contain information regarding evaluation and other factors listed in the advertisement such as:

- Identify project personnel/sub-consultants qualifications and experience as related to this project;
- Qualifications of key team members;
- Identify type and location of similar work performed within last three (3) years (provide specific Project TIP or Feasibility numbers as available);
- Understanding of project approach, NCDOT Traffic Forecasting standards and procedures;
- Any innovative approaches to be used;

Section III - Supportive Information

This section could contain information such as:

- Capacity chart/graph (available work force);
- Organizational chart indicating personnel to be assigned by discipline;
- Resumes of key personnel who will be directly working on the project tasks;
- Other information.

APPENDICES-

CONSULTANT CERTIFICATION Form RS-2

Completed Form RS-2 forms SHALL be submitted with the firm's letter of interest.

This section is limited to the number of pages required to provide the requested information.

Submit Form RS-2 forms for the following:

- Prime Consultant firm (Prime Consultant Form RS-2 Rev 1/14/08), and;
- ANY/ALL subconsultant firms (Subconsultant Form RS-2 Rev 1/15/08) to be or anticipated to be utilized by your firm.

Complete and sign each Form RS-2 (instructions are listed on the form).

In the event the firm has no subconsultant, it is required that this be indicated on the Subconsultant Form RS-2 by entering the word "None" or the number "ZERO" and signing the form.

The required forms are available at:

<https://apps.dot.state.nc.us/quickfind/forms/Default.aspx>.

Private consulting firms are invited to have letters of interest for furnishing traffic forecasting services **FTS-ed** to the Professional Services Management Unit by **12:00 p.m.** on **March 23, 2012**. **Letters of interest received after this deadline will not be considered.**

Firms submitting letters of interest are encouraged to carefully check them for conformance to the requirements stated above. If letters of interest do not meet ALL of these requirements, or if they are sent by any means other than NCDOT's FTS system, or to any address other than psmu-411@ncdot.gov they will be disqualified. No exception will be granted.

Advertised March 1, 2012

Any questions concerning the advertisement or scope of work should be directed to Scott Blevins, PE, at sblevins@ncdot.gov or by telephone at 919-707-7132.

If you feel information provided is inadequate to submit a letter of interest, please contact Mr. Blevins.

The firm(s) selected will be notified by **April 10, 2012**. Notification will not be sent to firms not selected.

The firm(s) selected will be listed on the Internet at http://www.ncdot.org/doh/preconstruct/highway/roadway/eng_coord/selection_comm/current.html by **April 12, 2012**.